



Vacancy Announcement

Lead Budget Technician GS-0561-08

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Announcement Number: NW0561

Date Opens: 4/14/04

Date Closes: 5/07/04

Location: Andrews Air Force Base

Area of Consideration: Current DON

About Us: Naval Air Facility (NAF) Washington provides aviation support for one Marine Corps Air Group and four Navy squadrons, and training/administrative support for 39 Naval Reserve units with a total of 1,750 personnel from the greater Washington, DC metropolitan area.

About the Job: This position is located in the Comptroller Department, NAF Washington. Position is physically located at NAF Washington on board Andrews Air Force Base. The purpose of this position is to perform recurring budget duties, such as developing statistical reports, and extracting and maintaining obligations and expenditure data from a variety of accounting and information system reports by activity OPTAR or by activity and sub-activity groups. Data is used by management to make decisions concerning status of funds and the necessity to recommend realignment of resources within the budget process. Incumbent performs these duties for five previous expired appropriations as well as for the current year. Incumbent acts as the Lead Accounting Technician, issuing working assignments to other technicians within the division, ensuring that work is completed accurately and in a timely manner.

Knowledge, Skills and Abilities: In order to receive maximum consideration, it is recommended you address the following KSAs within your resume:

1. Knowledge of and skill in applying the principles and practices of budget formulation to review, edit, and consolidate budget estimates, and to adjust data in related forms and schedules.
2. Knowledge of and skill in applying the principles and practices of budget execution for appropriated fund budgets to determine whether obligations, expenditures, and requested allotments are within funding limitations in the approved budget.

3. Detailed knowledge of local and higher echelon budget procedures forms, formats, documents, reports, and related requirements to compile and organize the annual budget request for the employing organization.

4. Knowledge of the organization's mission, functions, program, and administrative activities to relate estimates to established budget categories.

5. Knowledge of the structures of appropriation accounts, object classes, and line items of the organization's program and administrative budget to identify and cross check the agreement, accuracy, and completeness of budget estimates submitted by organizational components.

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